



EMPLOYEE CRIMINAL CHARGES AND CONVICTIONS

Area:	Human Resources	Number:	
Applies to:	All Employees	Issued:	December 24, 2020
Sources:	USG Human Resources Administrative Practice Manual	Revised:	
Policy Owner:	Associate VP for HR	Reviewed:	
		Pages:	1

I. Purpose

This policy sets forth the standards, requirements and for employees of all categories (except employees whose contract governs this issue) to report criminal charges or conviction to the institution.

II. Policy Statement

- A. Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to Human Resources within 72 hours of becoming aware of such a charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. Human Resources will review the nature of the charge and make a determination of what, if any, action should be taken regarding the employee's employment status until resolution of the charge.
- B. An employee who, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, voluntarily discloses use of such substance to his or her immediate supervisor and is receiving or agrees to receive treatment under an approved drug abuse and education program may be retained by the institution under the conditions set forth in [BOR 8.2.17. Voluntary Disclosure of Drug Use](#).
- C. Any current employee convicted of a crime (other than a minor traffic offense) shall report such conviction to Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. Human Resources and Legal Affairs will review the nature of the crime and make a determination of what, if any, action should be taken regarding the employee's employment status.

III. Procedures

- A. Employees reporting a criminal charge or conviction must supply official documentation from the charge or conviction to Human Resources within 72 hours of being charged or 24 hours of being convicted.
- B. Upon notice of charges, Human Resources will consult with Legal Affairs to review the nature of the charge and determine if any actions should be taken regarding employment status until resolution of the charge(s).
- C. Upon receipt of a conviction report, Human Resources will consult with Legal Affairs to review the nature of the crime and determine what, if any, employment action should occur as a result of the conviction.